



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, AUGUST 25, 2004
12:00 NOON
HARBOR HILLS COMMUNITY CENTER
26607 WESTERN AVE.
LOMITA, CALIFORNIA 90717
(310) 534-6843**

= = = = = = = = = = = = = =

1. Call to Order:

2. Roll Call:

Treneatra Farmer, Chair
Henry Porter, Vice Chair
Chris Amegatcher
Severyn Aszkenazy
Phillip Dauk
Lynn Caffrey Gabriel
Sharon M.Y. Lowe
Andrew Nguyen

3. Reading and Approval of the Minutes of the Previous Meeting:

Regular Meeting of July 28, 2004.

4. Report of the Executive Director

5. Presentation on Quarterly Contract Status Report – Geoffrey Siebens and Robert Romanowski

6. Public Comments: The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.



Regular Agenda

7. Adoption of Resolution Approving and Certifying Public Housing Assessment System Management Operations Certification (ALL DISTRICTS).

Recommendation: Recommend adoption and instruct the Chair to sign the attached Resolution approving and certifying the accuracy of information contained in the 2003-2004 Public Housing Assessment System Management Operations Certification (PHAS Certification), presented in substantially final form, which includes management data on 2,960 Conventional Public Housing Program units administered by the Housing Authority. Authorize the Executive Director to sign the PHAS Certification and to submit the Resolution and the PHAS Certification to the U.S. Department of Housing and Urban Development. (APPROVE)

8. Approve Security Services Contract for Ujima Village Housing Development (2).

Recommendation: Find that security services to be performed at the Ujima Village housing development, located at 941 East 126th Street in unincorporated Los Angeles County, are excluded from the provisions of the California Environmental Quality Act (CEQA), because the services do not have the potential for causing a significant effect on the environment. Approve and authorize the Executive Director to execute a one-year Security Services Contract with Platt Security, Inc. for security services at the Ujima Village housing development, and to use for this purpose \$97,605 in Ujima Village Operating Funds allocated by the U.S. Department of Housing and Urban Development, to be effective upon Board approval. (APPROVE)

9. Approve Construction Contract to Construct Tot Lot and Repair Surface Drainage at the Nueva Maravilla Housing Development (1).

Recommendation: Find that the addition of a tot lot and correction of a surface drainage problem at the Nueva Maravilla housing development located at 4919 Cesar E. Chavez Avenue, in unincorporated East Los Angeles, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment. Approve the award of a Construction Contract to Malibu Pacific Tennis Courts Corporation, in the amount of \$74,500, to complete the work described above; and authorize the Executive Director to use for this purpose Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development. Authorize the Executive Director to execute the Construction Contract, and all related documents, to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval. (APPROVE)

10. Housing Commissioner Comments and Recommendations for Future Agenda Items.

Housing Commissioners may provide comments or suggestions for future agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at Marisol.Ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, July 28, 2004

The meeting was convened at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file in the main office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:15 p.m.

ROLL CALL

Present

Absent

Chris Amegatcher	X	
Severyn Aszkenazy	X	
Phillip Dauk	X	
Treneatra Farmer	X	
Lynn Caffrey Gabriel	X	
Sharon M.Y. Lowe	X	
Andrew Nguyen	X	
Henry Porter, Jr.	X	

PARTIAL LIST OF STAFF PRESENT:

Carlos Jackson, Executive Director
Bobbette Glover, Assistant Executive Director
Rebecca Craigo, Director, Assisted Housing Division
Marie Quon-Hom, Assistant Director, Assisted Housing Division
Maria Badrakhn, Director, Housing Management
Jim Becker, Manager, Assisted Housing
Arlene Black, Manager, Housing Management Division
Kevin Fulton, Manager, Housing Management
Carolina Romo, Manager, Housing Management
Geoffery Siebens, Manager, Construction Management Division

PARTIAL LIST OF GUESTS PRESENT:

No guests were in attendance.

Reading and Approval of the Minutes of the Previous Meeting

On Motion By Commissioner Gabriel, seconded by Commissioner Porter, the Minutes of the Regular Meeting of June 23, 2004, were approved with minor language corrections.

Agenda Item No. 4 - Report of the Executive Director

This report was presented by Carlos Jackson and Bobbette Glover with staff participation.

Bobbette Glover announced that the NAHRO Seminar for Housing Commissioners scheduled for August was canceled.

Arlene Black addressed concerns raised by Commissioner Nguyen at the July meeting regarding the re-certification process. Following the last meeting, Arlene Black met with Commissioner Nguyen and clarified that the Housing Authority's process permits third parties to submit income verifications directly to the Housing Authority, without requiring residents to hand carry this information. Commissioner Nguyen responded that he now understands the process and believes that it is good because it saves a lot of time.

Commissioner Nguyen questioned a letter that he received from the Housing Authority that he understood would not permit guests to visit Nueva Maravilla between "dusk and dawn". Mr. Fulton, Housing Management Manager, clarified that guests are welcome; however, groups are not permitted to congregate in common areas from "dusk to dawn" for security reasons (e.g. to prevent gang members from congregating in common areas such as the basketball court). Commissioner Nguyen responded that he now understands the policy and is satisfied.

Carlos Jackson thanked Commissioner Porter for attending the Quality and Productivity Commission meeting. He demonstrated strong support of the Housing Authority in its efforts to receive a \$135,000 grant to increase staff for the Service Learning Program over a two-year period. Mr. Jackson reported that the Commission voted unanimously to award the grant to the Housing Authority.

Mr. Jackson reported that the Board of Commissioners adopted the Housing Authority's recommendations in response to the Section 8 Program budget cuts. The Housing Authority will take steps to inform tenants and property owners regarding the impact of the funding reductions by releasing information via landlord and tenant newsletters, meeting with program participants, and disseminating other information on how to prepare for future program changes. He will also send a personal communication to landlords appealing to their good will to help minimize impacts to the tenants.

Commissioner Gabriel inquired whether foundations or private citizens could be approached to help certain populations (such as seniors). Carlos Jackson responded that he is not aware of any foundations that have come forward to provide funding for this purpose. Foundations are looking at those not in the public assistance system.

The Housing Authority has its Community Development Foundation that seeks out services to enhance housing operations, and also applies for service grants on an ongoing basis. Unlike some municipalities, the Housing Authority does not have general funds to use to help fill funding gaps.

Commissioner Gabriel also suggested that the Housing Authority help participants utilize resources to receive food subsidies, etc., thereby saving money on food and other expenses that could be applied toward rental costs. Carlos Jackson responded that the Housing Authority's family resource centers regularly provide information on food banks and other resources to help program participants.

Commissioner Lowe expressed concern about minimizing hardships to those most at-risk in the population.

Agenda Item No. 5 – Presentation on Evacuation Procedures at Public Housing Sites.

Barbara Jackson distributed copies of the Emergency Evacuation Planning for Senior Housing Developments. She has visited each senior housing site during the past to discuss evacuation procedures at Resident Council meetings or other special on-site meetings. Evacuation plans were developed for each site and have been posted at each location. Meetings were also conducted to explain the importance of the evacuation drills and to call for volunteers during emergencies, with disappointing results. Staff provided hardhats, flashlights, and vests to some residents to use during emergencies. The Lomita Manor housing development chose not to have a drill.

Bobbette Glover announced that staff will conduct evacuation drills, but will not include the local fire departments. There will be advance notice given to residents, and staff will encourage residents to participate. Evacuation floor plans will be updated by the Resident Managers and properly posted. Staff will prepare an evacuation drill schedule and report back.

Commissioner Aszkenazy suggested providing residents with incentives to get them involved in the evacuation drills.

Agenda Item No. 6 – Presentation on Fire Alarm Systems

Geoffery Siebens reported that all housing units and common areas have fire alarms and smoke detectors. Two-story units have one fire alarm in each bedroom, one in the upstairs hallway and one downstairs. Senior units have "mini" horns, which are loud and can give off a signal warning light. Staff has also installed fire sprinklers at five sites.

Marina Manor has experienced problems with the fire alarm system on the third floor that has repeatedly malfunctioned. Currently, the fire alarm system is working, but repairs are still needed. Staff has received a \$65,000 estimate to complete the repair work and will be reviewing the quote with the contractor. A second opinion is also being sought to determine how to complete the work most effectively.

Agenda Item No. 7 – Public Comments

No members of the public were in attendance

Regular Agenda

On Motion by Commissioner Lowe, seconded by Commissioner Dauk and unanimously carried, the following was approved by the Housing Commission:

**CONSTRUCTION CONTRACT FOR REHABILITATION OF 15 VACANT FAMILY
UNITS AT UJIMA VILLAGE HOUSING DEVELOPMENT IN UNINCORPORATED
LOS ANGELES (2)
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners find that the rehabilitation of 15 vacant family units at the Ujima Village housing development, located at 941 East 126th Street in unincorporated Los Angeles, is excluded from the National Environmental Policy Act (NEPA) and exempt from the California Environmental Quality Act (CEQA), as described herein, because the proposed work will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute a Construction Contract with M.L. Construction, in the amount of \$410,000, for the rehabilitation work described herein, to be effective after issuance of the Notice to Proceed, which will not exceed 21 days following Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to approve contract change orders for unforeseen project costs, in a total amount not to exceed \$82,000.
4. Recommend that the Board of Commissioners authorize the Executive Director to use \$492,000 in Ujima Village Replacement Reserve funds for the purposes described herein, and to incorporate these funds into the Housing Authority's approved Fiscal Year 2004-2005 budget.

On Motion by Commissioner Porter, seconded by Commissioner Aszkenazy and unanimously carried, the following was approved by the Housing Commission:

APPROVE HOUSING AUTHORITY SCHEDULE OF MAINTENANCE CHARGES
(ALL DISTRICTS)
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners approve the Housing Authority's amended Schedule of Maintenance Charges, which establishes the fees charged to Conventional Public Housing Program residents for repairing damages to Housing Authority property caused by residents and/or their guests (resident-caused damages), to be effective upon Board approval.
2. Recommend that the Board of Commissioners authorize the Executive Director to increase the materials charges to reflect the current, actual costs of materials used by the Housing Authority for the repair of resident-caused damages, to be effective upon Board approval; and authorize the Executive Director to update the materials charges on a yearly basis.
3. Recommend that the Board of Commissioners authorize the Executive Director to increase the labor charges assessed for repair of resident-caused damages by \$5.00 per year over a three-year period, from \$14.25 per hour to \$29.25 per hour, to reflect the current, actual labor costs incurred by the Housing Authority, to be effective upon Board approval; and authorize the Executive Director to increase the labor charges, as needed, in an amount not to exceed the actual hourly rate, including employee benefits, of Housing Authority employees performing the repair of resident-caused damages.

Prior to Approval

In response to questions from Commissioner Porter Maria Badrakhan stated that the Housing Authority is trying to recover some of its actual costs, but the new amount is still low. There is a reluctance to make charges too high, as this may prove to be a disincentive to report damages. The goal is to recover a portion of the cost of materials. Further discussion included supplies inventories, which are maintained by area or region to address the needs of the particular sites. Commissioner Porter suggested that the notation at the bottom of page 33 of the Materials Price List be moved to page one.

Commissioner Aszkenazy made a suggestion that staff explore new electronic communications systems for maintenance services as a way to better manage staff locations, schedules, responses to tenant calls, etc.

On Motion by Commissioner Dauk, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

**APPROVE SOFTWARE SUPPORT SERVICES AGREEMENT WITH COMPULINK
MANAGEMENT CENTER, INC. (ALL DISTRICTS)
AGENDA ITEM NO. 10**

1. Recommend that the Board of Commissioners authorize the Executive Director to reimburse the Community Development Commission (Commission) for software support services and user licenses for the LaserFiche software, provided under the Commission's Support Services Agreement with Compulink Management Center, Inc., and to use for this purpose \$74,743.32 included in the Housing Authority's approved Fiscal Year 2004-2005 budget.
2. Recommend that the Board of Commissioners authorize the Executive Director to reimburse the Commission for additional software support services provided to the Housing Authority under any amendments to the Agreement, at a cost of \$42,268.32 per year, for a maximum of four additional years.

Prior to Approval

Commissioner Porter commented that in the Compensation section of the Agreement Summary, the word "under" should be removed. Bobbette Glover agreed.

On Motion by Commissioner Dauk, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:

**APPROVE AMENDMENT OF HOUSING COMMISSION BYLAWS
THROUGH THE ADDITION OF SECTION 6.8, MEETING CONDUCT
AGENDA ITEM NO. 11**

Approve amendment of the Housing Commission Bylaws through the addition of Section 6.8, Meeting Conduct.

The Housing Commission unanimously carried, the following item was approved, as amended by Commissioner Porter:

**REVISED HOUSING COMMISSION MEETING SCHEDULE FOR 2004
AGENDA ITEM NO. 12**

The Revised Housing Commission Meeting Schedule for 2004 was approved, with the December 29, 2004 meeting moved to December 22, 2004, as recommended by Commissioner Porter.


Agenda Item No. 13 - Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Lowe inquired about the use of Spanish and Russian translations related to Agenda Item No. 9. Ms. Glover responded that these two languages are the most required for purposes of notifying the residents.

Commissioner Porter complimented staff for a job well done on preparation of the Code of Conduct for the Housing Commission Bylaws.

The next scheduled meeting of the Housing Commission will be held at the new Harbor Hills Community Center in the City of Lomita, on Wednesday, August 25, 2004 at Noon.

On Motion by Commissioner Porter, the Regular Meeting of July 28, 2004, was adjourned at 1:39 p.m.


for CARLOS JACKSON
Secretary -Treasurer

FOR YOUR INFORMATION ONLY

August 5, 2004

TO: Supervisor Gloria Molina, First District

FROM: *for* Carlos Jackson, Executive Director *Bonnette A. Gower*

SUBJECT: HOUSING AUTHORITY FRAUD RESTITUTION

For the past year and a half Housing Authority investigators worked closely with investigators from the District Attorney's welfare fraud unit to pursue a case against a family who received Section 8 housing and welfare benefits in the City of El Monte.

The family had purchased a condominium in El Monte using a close relative as a "straw buyer". The family then began receiving Section 8 and welfare benefits from the County while claiming that they had no assets. The Housing Authority paid the relative \$59,967 worth of Section 8 benefits because she was listed as the "landlord".

Our investigator conducted a real estate analysis and discovered that the condominium had been purchased by a "straw buyer". Our investigator also found some suspicious real estate transactions where the condominium was "sold" almost 50% under market value to relatives of the suspect.

The District Attorney's office served a search warrant on the condominium and evidence was seized. As a result of the search warrant we discovered that the family had a TD Waterhouse portfolio. Evidence was also found that the family had obtained fraudulent Medi-Cal benefits and financial aid benefits from the State to send their children to college.

The head of the household was arrested and charged with welfare fraud and grand theft (Section 8 housing assistance fraud). As part of a plea agreement the suspects plead guilty and agreed to pay full restitution to the County. The attached check for \$59,967 represents full restitution to the Housing Authority.

These funds will be used by the Housing Authority to offset the cost for funding our investigations unit.

CJ:bg:Phebe TA restitution

c: Each Board Deputy



COUNTY OF LOS ANGELES
 AUDITOR CONTROLLER'S SPECIAL WARRANT
 WARRANT CLEARANCE FUND - LOS ANGELES, CALIFORNIA

T 2807198

PAYABLE THROUGH BANK OF AMERICA
 COMMERCIAL DISBURSEMENT ACCOUNT
 NORTH BROOK, IL

THE TREASURER OF THE COUNTY OF LOS ANGELES
 500 W. TEMPLE ST., LOS ANGELES, CA 90012
 WILL PAY TO THE ORDER OF

07/27/04

NOT PAYABLE AFTER TWO YEARS
 FROM DATE ISSUED

70-2328
0719

LC 220
 O5K
 DA

LOS ANGELES COUNTY HOUSING
 AUTHORITY

DOLLARS	CENTS
\$***59967	00

APPROVED
 J. TYLER McCAULEY
 AUDITOR-CONTROLLER

AMOUNT
 PAYABLE

Fifty-Nine Thousand Nine Hundred Sixty-Seven And NO/100 Dollars

BY

Arvin B. Bano

" 2807198 " : 071923284 : 77654 " 00736 "

REFERENCE NO.

LC

ISSUE DATE

AMOUNT

WARRANT NO.

O5K

220

07 27 04

\$***59967 00

T 2807198

DESCRIPTION

P.VS. TA CASE# BA249135

NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

COUNTY OF LOS ANGELES
 REMITTANCE ADVISE
 NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

NOT NEGOTIABLE

FOR YOUR INFORMATION ONLY

August 25, 2004

TO: Housing Commission

FROM: Rebecca L. Grage, Director
Assisted Housing Division

SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

FSS Program Update

FSS processed five new applications submitted by Section 8 Housing Choice Voucher participants. Goals for each participant have been identified and FSS program contracts of participation are ready to be executed this month. In addition, FSS is identifying individual goals and service needs for ninety-two new applications submitted by Section 8 Housing Choice Voucher participants. The new applications will be executed over the next 90 days.

FSS continues to focus on scope of services and outreach for program participants. FSS attended a Job Developers Committee meeting on July 21, 2004. On July 28, 2004, FSS attended a meeting at the Maravilla Housing site in East Los Angeles to discuss their 1st Annual Junior Olympics scheduled for Saturday, August 21, 2004 from 9 am to 4 pm. FSS will have a resource booth at the event. The resource booth will provide information and written material on local community services. In addition, FSS conducted 21 telephone interviews with participants to determine service needs.

Graduations

This month, one family graduated from FSS. The total number of graduates is 120.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt
Commissionreport0704

PROPOSED SCHEDULE FOR EVACUATION DRILLS AT SENIOR HOUSING DEVELOPMENTS

SEPTEMBER

Marina Manor
Palm
West Knoll
Kings Road

FOR YOUR INFORMATION ONLY

OCTOBER

Lancaster Homes
Orchard Arms
Foothill Villa

NOVEMBER

Herbert
Rosas
Francisquito
Whittier Manor

DECEMBER

South Bay Gardens
Carmelitos Seniors

**Housing Commission
2004 Meeting Schedule
12:00 noon**

<u>Date</u>	<u>Site</u>	<u>Address/ Telephone #</u>	<u>District</u>	<u>Description</u>
January 28	CDC/ Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (562) 347-4663 ext.# 8196	N/A	N/A
February 25	Francisquito Villa	14622 Francisquito Ave. La Puente, CA 91746 (626) 960-7202	1	89 Units of Senior Housing
March 24	CDC/ Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
April 28	Foothill Villa	2423 Foothill Blvd. La Crescenta, CA 91214 (661) 255-5818	5	62 Units of Senior Housing
May 19	CDC/ Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (562) 347-4663 ext.# 8196	N/A	N/A
June 23	Marina Manor	3401-05 Via Dolce Ave. Marina del Rey, CA 90292 (323) 650-3090	3	183 Units of Senior Housing
July 28	CDC/ Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
August 25	Harbor Hills (Community Center)	26607 Western Ave. Lomita, CA 90717 (310) 534-6843	4	301 Units of Family / Senior Housing
September 22	CDC/ Housing Authority	12131 Telegraph Rd. Santa Fe Spring, CA 90670 (562) 347-4663 ext.# 8196	N/A	N/A
October 27	Ujima Village (Community Center)	941 E. 126 Street Los Angeles, CA 90059 (323) 564-2548	2	300 Units of Family / Senior Housing
November 17	CDC/ Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
December 22	South Whittier	10750 Laurel Ave. Whittier, CA 90605 (562) 946-2425	1	Community Center



Carlos Jackson
Executive Director

**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

ASSISTED HOUSING DIVISION

12131 Telegraph Road • Santa Fe Springs, CA 90670
Tel: 562.347.4663 • TDD: 562.906.4928



Dear Housing Choice Voucher Program Landlord:

Over the last few months, I've sent you letters expressing my gratitude for your participation in the Housing Choice Voucher (HCV) Program. Your cooperation and understanding is very important to the success of this program and our partnership.

The Housing Authority of the County of Los Angeles (HACoLA) recently received notification from the U.S. Department of Housing and Urban Development that its current budget for the HCV Program is insufficient to fund all the vouchers allocated. Every Housing Authority in the country is affected by these budget reductions.

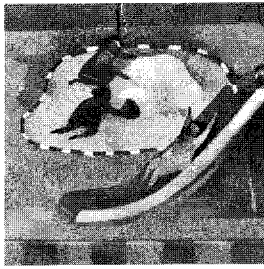
HACoLA has thoroughly analyzed the impact of the budget reduction on its Program, and identified changes that needed to be made, which may affect you and your tenants. The changes, which were recommended to and approved by the Los Angeles County Board of Supervisors, were those that we felt would have the least negative impact on our participants and landlords.

I appreciate your continued participation in the HCV Program and ask for your patience and understanding as we implement these changes. As time goes on, other changes may need to be made and although we regret taking these actions, we do so believing that this will prevent families from losing their housing assistance.

The attached newsletter details the changes and also provides you with a contact name and telephone number, should you have any questions.

Sincerely,

CARLOS JACKSON
Executive Director



HOUSE NOTES

A Newsletter of the Housing Authority of the County of Los Angeles for Section 8 Program Owners

• SUMMER 2004

Housing Authority of the County of Los Angeles

Main Office
12131 Telegraph Road
Santa Fe Springs, CA 90670

Mailing Address
P.O. Box 2129
Santa Fe Springs, CA 90670

Phone: (562) 347-4663
(800) 731-4663
TDD: (562) 906-4928

Website: www.hacola.org

Highlights In This Issue:

Reduced Program Funding
Rent Increase Changes
New Owner Website
Lead-Based Paint Rules
Hassle-Free Direct Deposit

Owner Workshops

The **Public Liaison Unit** hosts a series of workshops that offer detailed information for owners. Topics include Housing Authority processes and procedures, and any new or upcoming changes in federal regulation. Also, learn how to best contact the Housing Authority.

Sessions are held in various locations across the County.

Fall 2004 Workshops:

- September 24
- October 7
- October 21
- November 19
- December 9

If you are interested in attending a workshop, please call **Lorie Perez** at **(562) 347-4663, ext. 8177**.

THANK YOU!

The Housing Authority would like to thank you for your participation as a Section 8 owner. Your rental units provide a decent, safe and sanitary place for over 20,000 low-income families to live. Your partnership makes this program a success.

Use Your Own Lease!

The Housing Authority offers a model lease owners can enter with tenants. However, as one of the flexible program features, we encourage you to use your own lease. We'll review it for legal compliance at no cost to you.

REDUCTIONS IN PROGRAM FUNDING

The Housing Authority recently received notice from the U.S. Department of Housing and Urban Development (HUD) that the funding structure for the Section 8 program has changed. The new formula substantially reduces funding and has immediate impacts on the program budget.

We hope to minimize the impact of reduced funding on our clients, and we are hard at work developing solutions that work for owners and families. The changes, which were approved on July 20th by the County Board of Supervisors (the Board of Commissioners for the Housing Authority), will affect you. Program changes will be reflected in a revised Administrative Plan for the program.

REDUCING THE PAYMENT STANDARDS

The Housing Authority is reducing the payment standards, from 110% to 100% of the fair market rent. The payment standard determines the amount of subsidy the Housing Authority can apply towards monthly rent, but it does not affect the total contract rent that owners may charge. When the payment standards are reduced, families whose total monthly contract rent is higher than the payment standard will be responsible for a larger portion of the monthly rent. Most families living in units in which the monthly rent is less than the reduced payment standards will continue to pay a monthly rent contribution amount based only on their income calculation.

This change is effective beginning September 1, 2004, for all new contracts. September 1, 2004, also begins the Housing Authority's one-year notification period for existing contracts. The revised payment standards will become effective for existing contracts at the time of a family's annual re-certification, beginning on September 1, 2005.

Payment Standards for the Housing Authority of the County of Los Angeles Effective September 1, 2004

0-bedroom	1-bedroom	2-bedroom	3-bedroom	4-bedroom	5-bedroom	6-bedroom
\$674	\$807	\$1,021	\$1,378	\$1,646	\$1,892	\$2,139

ANSWERING YOUR QUESTIONS

A random sample of owners participated in workshops to discuss changes. Here are some commonly asked questions, along with the answers.

How long will these measures be in effect?

Until changed. Unfortunately, HUD's proposed budget for next year is even lower than this year. We continue to seek cost savings to minimize the impact on owners and families.

How are other housing authorities dealing with this situation?

Housing authorities nationwide were shocked to find out about HUD's budget changes. Although the cuts have hurt some agencies more than others, most housing authorities are taking steps similar to ours. We are in touch with agencies here and around the country, and we are consulting with housing industry groups.

What can I do about this?

You can contact HUD, at their office in Los Angeles (213-894-8000), Washington, DC (202-708-1112), or on the Internet at www.hud.gov. You can also call the White House (202-456-1111), the Office of Management and Budget (202-395-3080), and your representatives in Congress.

Questions for the Housing Authority?

Please call our designated hotline at (562) 347-4851.

Submit Available Properties

Did you know that the Housing Authority compiles a list of available units each week? This list is viewed by **hundreds** of renters a day. If you have a property you would like to make available to our Section 8 participants, please call **Lorie Perez at (562) 347-4663, ext. 8177**, or go online to www.hacola.org to download a Property Listing form and instructions.

Illegal Side Payments

Program rules **prohibit** you from accepting side payments from the tenant. The amount of rent you accept must equal what has been approved by the Housing Authority. Tenant payments for additional services/amenities may be allowed – any such arrangements must be made in writing and pre-approved by the Housing Authority! Accepting side payments is **grounds for termination**.

Separate Lobby Owner Line

In the Santa Fe Springs office lobby, there is now a line just for owners. We hope that this alleviates your wait time and ensures speedy service to you. You are still encouraged to schedule appointments in advance, to guarantee proper customer service.

Hassle-Free Direct Deposit!

Enrolling in our direct deposit program is **easy** and will save you time. You will receive your monthly payments directly into the account that you specify by the first of every month.

Help ensure that your HAP payments arrive on time and **sign up now!!!**

You should have received an application by mail. Please call **Cherie Jeng at (562) 347-4663, ext. 8016**, if you have any questions, or to request an additional copy of the application form.

Vote in November Election!

Your vote **does** make a difference. When you vote, you bring your voice and your concerns to the political agenda. You are affected by decisions the government makes and you should be able to impact who makes these decisions for you. Elect to office men and women who represent your values and interests. It's your civic duty!

Find out more on registering to vote at your local post office or DMV. **Election Day is Tuesday, November 2!**

RENT REASONABLENESS & INCREASE CHANGES

When you request an amount for rent, as part of an initial contract or for a rent increase, the Housing Authority requires you to certify that your asking amount is comparable to what is being charged for similar units in the private market in that area. We must verify that what you charge is reasonable (and the same as what an unassisted family would pay) by conducting a test of rent reasonableness. Using a database of rent comparables, the Housing Authority compares your proposed rent amount to those of similar, recently rented units in the area.

In the past, the Housing Authority has approved rents if they are comparable to rents at the high end of the database. **Effective September 1, 2004, a comprehensive rent average, including high and low area rents, will be calculated for the comparability determination.** This may lower approved rents for some contracts.

To guarantee you fair rents through an easy rent increase request process, we are changing protocol for how owners submit and appeal rent increase requests. We are also looking for ways to improve mapping to better reflect the unit area.

Effective September 1, 2004:

1. To submit a rent increase request, owners will be required to complete a **Rent Increase Request form**. This form will take the place of the letter that you would currently prepare yourself. Putting a form in place will ensure you submit all required information including the tenant's acknowledgment of your request so that we no longer have to delay or reject your request because it is incomplete. The form will be available to you in the lobby, on the Internet, and via mail or fax upon request.
2. If the unit is part of a complex of two or more properties, you will be required to **submit a rent roll** along with your rent increase request. A rent roll is an up-to-date list of all units on the property that indicates the current rent amount of each unit. *Please note whether each unit is subsidized or unsubsidized.*
3. If a rent reasonableness test justifies only a **partial rent increase**, we'll let you know the partial amount that has been approved. The Housing Authority will set a date by which you can appeal, and if we don't hear from you, we'll automatically implement the approved increase.
4. If you want to appeal a determination on a rent increase, we'll set a date by which you can appeal once. To appeal, you'll be required to complete our new **Appeal form**. The information you submit on the form will help us process your appeal faster, and more accurately. If your initial request is not fully approved, we'll send you the appeal form it will also be available in our lobby, on the Internet, and via mail or fax upon request.

If you have questions about rent increases, please contact a program specialist.

ENHANCED OWNER FAQ WEBSITE

The Housing Authority is enhancing its website for Section 8 owners. On the Owner Frequently Asked Questions page, in addition to answers to commonly asked questions, you will soon be able to download useful forms and past issues of the House Notes newsletter. There will also be new links to useful federal and state websites, and a new staff look-up tool to help you find the program specialist responsible for your tenant/contract.

Starting in September, questions will be grouped into categories such as "contracting and rent negotiations," "finance and ownership," "inspections," and "tenant issues and contract terminations." Forms will be available online for you to update a direct deposit account, submit a property listing, request a rent increase or transfer ownership. We hope you will enjoy this new service, at www.hacola.org.

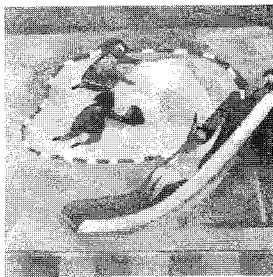
OWNER LEAD-BASED PAINT REQUIREMENTS

Reminder! Housing built prior to 1978 may contain lead-based paint, which can be hazardous to the health of young children. The Housing Authority is required to visually assess all units built before 1978 that will house a child under 6 years old, for deteriorated paint. If deteriorated paint above HUD thresholds is found, owners will be required to follow very specific requirements for repair and clean-up, to ensure the safety of the family. To prevent health hazards, and to avoid having to deal with extensive repair requirements, you are encouraged to ensure that painted surfaces are always well maintained.

All owners of units built prior to 1978 – *not just Section 8 owners* – are subject to disclosure requirements. Before a tenant signs the lease, you must disclose all known information regarding lead-based paint in the unit. When you enter into a lease with a Section 8 family, you must submit a copy of the signed disclosure to the Housing Authority. A sample Disclosure Form is available upon request.



House Notes is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact House Notes editor Liz Matusow at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670, or at 562-347-4663, ext. 8171.



TENANT TALK

A Publication of the Housing Authority of the County of Los Angeles for Section 8 Program Participants

• SUMMER 2004

Housing Authority of the County of Los Angeles

Main Office
12131 Telegraph Road
Santa Fe Springs, CA 90670

Mailing Address
PO Box 2129
Santa Fe Springs, CA 90670

Phone: (562) 347-4663
(800) 731-4663
TDD: (562) 906-4928

Website: www.hacola.org

Highlights In This Issue:

Reduced Program Funding
Income Calculation Changes
Family Self-Sufficiency

Newsletter Questions?

Let us know! Send a letter to the editor, **Liz Matusow**, at the address listed above, or call **(562) 347-4663, ext. 8171**.

Revised Rent Example

Ms. Y and her 2 children have a 2-bedroom voucher. They rent a 2-bedroom unit for \$1,100 per month.

Ms. Y's adjusted monthly income (AMI) equals \$1,200. 30 percent of her \$1,200 AMI equals \$360.

30 percent of \$1,200 = \$360

Because Ms. Y's monthly rent of \$1,100 is less than the current payment standard of \$1,123, Ms. Y's rent equals 30 percent of her AMI.

Total Monthly Rent: \$1,100
30 percent AMI: - \$ 360
Housing Subsidy: \$ 740

TENANT PORTION = \$ 360

When the payment standard is reduced to \$1,021, Ms. Y's \$1,100 monthly rent will be above the payment standard. Her rent portion will increase.

Payment Standard: \$1,021
30 percent AMI: - \$ 360
Housing Subsidy: \$ 661

Total Monthly Rent: \$1,100
Housing Subsidy: - \$ 661
TENANT PORTION = \$ 439

Vote in November Election!

Your vote makes a difference. By voting, you add your voice to the political agenda. You are affected by government actions. It's your **civic duty** to elect representatives who will work for you.

Election Day is Tuesday, November 2. Find out more on registering to vote at your local post office or DMV.

REDUCTIONS IN PROGRAM FUNDING

The Housing Authority was recently notified by the U.S. Department of Housing and Urban Development (HUD) that the funding structure for the Section 8 program has changed. The new formula substantially reduces funding and has immediate impacts on the program budget.

Cuts in Section 8 funding may affect your Section 8 rental assistance.

The Housing Authority has been hard at work developing solutions that maintain rental assistance for participants, at levels that keep housing affordable. We are making changes to the program, as approved by the County Board of Supervisors (the Board of Commissioners for the Housing Authority) on July 20th. Changes will be reflected in a revised Administrative Plan for the program.

EFFECTIVE CHANGES AND DATES

The Housing Authority is **reducing the payment standards**, from 110% to 100% of the fair market rent.

- For **existing contracts**, the Housing Authority will give families a one-year notice of the reduction in payment standards. All families will receive this one-year notice as part of their scheduled annual re-certification, from September 1, 2004 until August 31, 2005. At annual re-certifications starting September 1, 2005, the reduced payment standards will apply.
- For all **new contracts**, including moves, the reduced payment standards will apply effective September 1, 2004.

IMPACT OF REDUCED PAYMENT STANDARDS

The payment standards determine the amount of subsidy the Housing Authority can apply towards monthly rent, but it does not affect the total contract rent that owners may charge. When the payment standards are reduced, families whose total monthly contract rent is higher than the payment standard will be responsible for a larger portion of the monthly rent. Most families living in units in which the monthly rent is less than the reduced payment standards will continue to pay a monthly rent contribution amount based only on their income calculation.

Payment Standards for the Housing Authority of the County of Los Angeles Effective September 1, 2004

0-bedroom	1-bedroom	2-bedroom	3-bedroom	4-bedroom	5-bedroom	6-bedroom
\$674	\$807	\$1,021	\$1,378	\$1,646	\$1,892	\$2,139

Please see the example provided in the sidebar.

ANSWERING YOUR QUESTIONS

A random sample of families participated in workshops to discuss changes. Here are some commonly asked questions, along with the answers.

How long will these measures be in effect?

Until changed. Unfortunately, HUD's proposed budget for next year is even lower than this year. We continue to seek cost savings to minimize the impact on owners and families.

How are other housing authorities dealing with this situation?

Housing authorities nationwide were shocked to find out about HUD's budget changes. Although the cuts have hurt some agencies more than others, most housing authorities are taking steps similar to ours. We are in touch with agencies here and around the country, and we are consulting with housing industry groups.

What can I do about this?

You can contact HUD, at their office in Los Angeles (213-894-8000), Washington, DC (202-708-1112), or on the Internet at www.hud.gov. You can also call the White House (202-456-1111), the Office of Management and Budget (202-395-3080), and your representatives in Congress.

Questions for the Housing Authority?

Please call our designated hotline: (562) 347-4851.

Illegal Side Payments

Program rules **prohibit** you from making side payments to the owner. The amount of rent you pay must equal what has been approved by the Housing Authority. If you and the owner wish to make payment arrangements for additional services/amenities, they must be in writing, and pre-approved by the Housing Authority! Making side payments is **grounds for termination**.

Southern California Edison Low-Income Discounts

Southern California Edison offers a **20% discount on energy bills** to qualified low-income families, and elderly and disabled citizens. To find out more, make a toll-free call to Southern California Edison at 1-800-447-6620.

Tenant Workshops

The **Public Liaison Unit** hosts a series of tenant workshops at various locations across the County. These workshops provide information on your rights and responsibilities on the Section 8 program, and any new or upcoming changes in federal legislation. Also, learn how to best contact the Housing Authority.

Interested in attending a workshop? **Call Lorie Perez at (562) 347-4663, ext. 8177**

Lead Paint Hazards in Your Home?

If your home was built before 1978, it may contain lead-based paint. If not properly maintained, lead-based paint in housing can be a health hazard for young children.

Paint in good condition is usually not a hazard, even if it contains lead. When the Housing Authority inspects your unit, we check that paint is in good condition.

If paint in your unit is chipping, peeling or flaking, it is **your responsibility** to tell the landlord that repairs are needed.

For more tips on how to keep your kids safe, please review the pamphlet, "Protect Your Family From Lead in Your Home" which is included in your briefing packet.

INCOME VERIFICATION: POLICY UPDATE

When the Housing Authority calculates your family's adjusted monthly income (AMI), we require you to submit proof and verification of income and other factors that are included in the calculation of your AMI.

\$480 per year is deducted from the earned income of each adult (18 years of age or older) family member, excluding the head of household, attending college on a full-time basis.

In the past, the Housing Authority verified full-time student status with the school registration or a verification letter from the school. **Starting September 1, 2004, in order to receive a full-time student deduction, you will be asked to submit final grades.**

By submitting more substantial verification, you are helping to ensure that families receive the right amount of assistance. You are also helping the Housing Authority to control program fraud.

SUCCEED WITH FAMILY SELF SUFFICIENCY

If you receive Section 8 rental assistance, you are eligible to participate in the Housing Authority's Family Self-Sufficiency (FSS) Program. The FSS Program will give you the tools, resources and support to reach your goals.

When you sign up with the FSS Program, you are linked with services- from job training and education to childcare and transportation- that help you meet your unique goals. With a 5-year commitment, you can be permanently free from public assistance!

Want to find decent employment that pays a living wage, but don't know where to begin? Want to clean up your credit, save money, and buy a home of your own? To learn more or request an application, call your program specialist and ask about the FSS Program today!

AN FSS SUCCESS STORY: EMMA MUHAMMAD

Emma Muhammad has spent the last decade turning her challenges into the motivation for her success. In 1992, Emma struggled with alcohol and drug abuse that led her to homelessness. In search of a better life, Emma and her family moved to Los Angeles from Las Vegas. Her first step was to get treatment for the abuse that prevented her from being a supportive and responsible member and leader of her family.

In 1993, Emma obtained assistance through the Section 8 program. After learning of a friend's success on the FSS program, Emma enrolled in August 1999. "I needed to focus on a career because I had a family," she said. The program assisted Emma with scholarships to pursue her goal of becoming a substance abuse counselor. She felt that her own journey gave her a unique perspective. "For things that I've seen and what I've been through," she said, "I can pass on my experience."

Since November 30, 2001, Emma has been off of welfare assistance. With the help of childcare assistance from Crystal Stairs, Emma has been able to work with New Hope Health Services as a counselor for almost three years. She is pursuing a bachelor's degree in human services at the University of Phoenix, and she looks forward to one day obtaining a master's degree.

In addition, Emma became successful at maintaining a budget and paying her bills on time, after the FSS program connected her with the advisory services of a credit-counseling agency. Emma has obtained \$5,211.60 in escrow funds from the FSS program, which she plans to apply to buying a home in the Palmdale area. She has already received a loan and secured a broker.

Emma says that she attributes her successes to her devotion to her four children. "I do it for my kids. I want to set an example for them, so their lives won't be hard and so they won't need Section 8."



Tenant Talk is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods.

Para recibir una copia de este boletín traducido en español, por favor comuníquese con Anita Nunez. Por correo: Housing Authority of the County of Los Angeles, PO Box 2129, Santa Fe Springs, CA 90670. Por teléfono: (562) 347-4851.

Если вы хотите получить русский перевод этой информации просим звонить представителю Восьмой программы Галине Метелевой по тел. (562) 347-4663 доп. 8037 (по средам и пятницам).

Housing Authority - County of Los Angeles

August 16, 2004

TO: Housing Commissioners
FROM: *Bobbette*
Bobbette Glover, Assistant Executive Director

SUBJECT: HOUSING COMMISSION QUARTERLY CONTRACT STATUS REPORT

Attached is the quarterly contract status report, which includes all Housing Authority "active projects." These contracts have been approved by the Housing Commission and are in contract award, construction, or closeout phases. The report is primarily the summary status as entered in TRACKER by the assigned project managers of CMD, as of today.

We have reformatted the report slightly to include a new column, "% Change Orders" in order to address the questions that arose at the June meeting.

A CMD representative will be available at the August 25, 2004 Housing Commission meeting to answer questions.

BG:Quarterly HC status report cover memo

Quarterly Contract Status Report August 2004

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Change Orders	Approved Payments	% Complete Overall	Status: Pending Actions	TRACKER Project #
1st	Maravilla Showers (501-02)	Natural Building Maintenance	\$220,000	\$220,000	0%	\$220,000		Final inspection was conducted on July 29, 2004 with HMD and Contractor. Minor punch list items are being completed. Project is otherwise 100% completed. Final retention will be released after completion of punch list.	1161
2nd	88th-Beach Kitchen Rehab and Windows	TORRES CONSTRUCTION CORPORATION	\$78,000	\$78,000	0%	\$19,097		Contractor is installing first kitchen. Once first unit is accepted by HMD, another unit will be made available to the Contractor. Target completion date is mid-September.	1169
2nd	Woodcrest I & II Exterior Door Replacement (FY04-05)	C. A. S. General Contractor	\$62,860	\$62,860	0%	\$0		The pre-construction conference was conducted July 22, 2004. Start date scheduled for August 23, 2004 due to ordering time of the doors.	1606
3rd	Santa Monica, RHCP Siles Roofing Replacement	Cooper Roofing Service, Inc.	\$87,778	\$87,778	0%	\$0		Pre-construction conference was conducted on July 16, 2004. Work to begin by mid-August, 2004.	942
3rd	Various Scattered Siles Flooring (501-02)	CONTINENTAL FLOORING CO	\$128,800	\$128,800	0%	\$20,064		Of a total of 41 housing units, to date Contractor has completed Addington (3-units), 83rd (2-units), and 5 units at West Imperial, with 31 units remaining. Contractor and CMD are working to resolve minor discrepancies on the scope of work.	1162
3rd	Westknoll & Palm Cabinet Replacement and Building Improvements	TORRES CONSTRUCTION CORPORATION	\$954,000	\$980,753	3%	\$878,614		All work for the units interiors was completed (including all 128 kitchens at Westknoll). 90% Contractor is working on the Westknoll lobby, and scope items in the common areas at Palm.	1158

Quarterly Contract Status Report August 2004

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Change Orders	Approved Payments	% Complete Overall	Status: Pending Actions	TRACKER Project #
4th	Carmelitos Seniors Fire Sprinklers (501-01)	AZTEC FIRE PROTECTION INC. (AFP)	\$581,400	\$602,540	4%	\$602,540	100%	CMD is working with the original fire alarm contractor to resolve the insurance issues. The Senior Center is ready for fire department final inspection. Final connections between the fire alarm and fire sprinklers are scheduled to be completed by early August.	931
4th	Harbor Hills Community Center	EDWIN G. BOWEN COMPANY INC	\$3,570,000	\$4,005,278	12%	\$3,414,339	85%	Project is approximately 97% completed. CMD to obtain Temporary Certificate of Occupancy in August.	275
4th	Harbor Hills Tub Replacement 501-02	Natural Building Maintenance	\$900,000	\$900,000	0%	\$436,845	49%	Contractor completed 180 units to date. Contractor is starting in the southern 1/2 of the development. Units in northern 1/2 of the development are completed and inspected. CMD continues to inspect completed units with HM maintenance staff each Wednesday.	1171
TOTALS			\$6,582,838	\$7,066,009	7%	\$5,591,499			



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

August 25, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**ADOPT RESOLUTION APPROVING AND CERTIFYING PUBLIC HOUSING
ASSESSMENT SYSTEM MANAGEMENT OPERATIONS CERTIFICATION
(ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached Resolution approving and certifying the accuracy of information contained in the 2003-2004 Public Housing Assessment System Management Operations Certification (PHAS Certification), presented in substantially final form, which includes management data on 2,960 Conventional Public Housing Program units administered by the Housing Authority.
2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to sign the PHAS Certification and to submit the Resolution and the PHAS Certification to the U.S. Department of Housing and Urban Development (HUD).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

HUD requires that all public housing authorities annually submit PHAS Certifications for the previous fiscal year. The Housing Authority has completed the PHAS Certification for the 2003-2004 Fiscal Year, and is requesting that the Board adopt the attached Resolution approving and certifying the accuracy of the report.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The PHAS Certification is a management report required by HUD as a condition for funding under the Conventional Public Housing Program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

HUD requires a certification process to gather and report data to assess the performance of public housing agencies, and to evaluate funding applications. The PHAS Certification contains information to identify areas needing improvement and to suggest corrective measures. The information includes: the number and percentage of vacancies; modernization activities being undertaken; time required to fill unit vacancies; work order turnaround time; annual inspections and condition of housing units; screening of applicants; resident initiatives activities, such as anti-drug and economic self-sufficiency programs; and crime and eviction tracking.

The Housing Authority was rated a standard performer for the 2002-2003 assessment period. The 2003-2004 performance rating will be calculated and verified by HUD through a post-certification audit.

HUD requires that your Board adopt the attached Resolution approving and certifying the accuracy of the information contained in the PHAS certification.

County Counsel has approved the Resolution as to form.

IMPACT ON CURRENT SERVICES AND PROJECTS:

Adoption of the Resolution approving the PHAS Certification is a requirement for continued funding under the Conventional Public Housing Program.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

CJ:PHAS2004_bl

Attachments: 2

RESOLUTION

RESOLUTION APPROVING AND CERTIFYING ACCURACY OF INFORMATION CONTAINED IN THE PUBLIC HOUSING ASSESSMENT SYSTEM MANAGEMENT OPERATIONS CERTIFICATION FOR THE FISCAL YEAR ENDING JUNE 30, 2004, FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has established the Public Housing Assessment System Management Operations Certification (the "PHAS Certification") to provide an objective system for measuring the performance of public housing agencies; and

WHEREAS, the Housing Authority of the County of Los Angeles (the "Authority") has completed the attached PHAS Certification for the fiscal year ending June 30, 2004, as requested by HUD; and

WHEREAS, HUD has requested that the Board of Commissioners of the Authority adopt a Resolution approving the attached PHAS Certification and attesting to the accuracy of the information contained therein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Authority as follows:

1. The PHAS Certification is approved; and
2. The information contained in the PHAS Certification is certified to be accurate.

HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

By _____
Chair, Board of Commissioners

ATTEST:

VIOLET VARONA-LUKENS
Executive Officer/Clerk of
The Board of Commissioners

By _____
Deputy

APPROVED AS TO FORM:

Office of County Counsel

By _____
Deputy

APPROVED BY BOARD ACTION ON _____

Public Housing Assistance
System (PHAS) Management
Operations Certification

U.S. Department of Housing
and Urban Development
New York Regional Office

OMB No. 2535-0106
(exp. 05/01/2002)

Public reporting burden for this collection of information is estimated to average 1.8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is collected to implement section 502 of the National Affordable Housing Act of 1990, as amended, which established specific indicators to assess the management performance of public housing agencies (PHAs) in all major areas of management operations. PHAs will complete the PHAS Certification form HUD-50072 and electronically submit it to HUD. If a PHA does not have this capability in-house, the PHA should consider utilizing local resources, such as the library or another local government entity that has Internet access. In the event local resources are not available, a PHA may go to the nearest HUD Public Housing program office and assistance will be given to the PHA to transmit this PHAS certification. The information is used by HUD as a component of PHAS to assess all major areas of PHA's management operations, designate PHAs as troubled and PHAs troubled with respect to the program for assistance from the Capital Fund under Section 9, enter into a Memorandum of Agreement (MOA) with troubled PHAs and PHAs troubled with respect to the program for assistance from the Capital Fund under Section 9, and report annually to Congress on the status of troubled PHAs and PHAs troubled with respect to the program for assistance from the Capital Fund under Section 9. This information is required for HUD to fulfill statutory requirements of the 1990 Act. The information collected does not lend itself to confidentiality.

Instructions: A PHA/AME's electronic responses to this certification must be the PHA/AME's actual data; e.g., prior to any adjustments to the indicators. Round percentages to the nearest two decimal points.

PHA/AME Name The Housing Authority of the County of Los Angeles	For FY Ending 06/30/2004	Submission Date
--	-----------------------------	-----------------

Project name(s) if AME

The management functions for the following sub-indicator (s) have been assumed by an RMC, and the RMC certification will be completed and submitted to HUD (enter sub-indicator numbers or N/A):

Sub-Indicator #1: Vacant Unit Turnaround Time

V12400	Total number of turnaround days.	18,727
V12500	Total number of vacancy days exempted for Capital Fund.	1,511
V12600	Total number of vacancy days exempted for other reasons.	173
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	283
V12800	Average number of calendar days units were in down time.	6
V12900	Average number of calendar days units were in make ready time.	8
V13000	Average number of calendar days units were in lease up time.	52
V13100	Average unit turnaround days.	66

Sub-Indicator #2: Capital Fund

CF10000	Do you have any open Capital Fund programs (e.g., CIAP, CGP, Hope VI, LBPR, VRP) (Y/N)? Open = any program that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed. Component #1 and #2 (please circle yes or no)	Yes No
---------	---	--------

Component #1: Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old

CF10050	Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$21,414,732
CF10100	Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$14,659,965
CF10200	Unexpended funds to be recaptured.	\$0
CF10300	Unexpended funds approved by HUD over 3 FFYs old.	\$6,754,767
CF10400	Unexpended funds with time extensions due to reasons outside of PHA control.	\$0
CF10500	Adjusted total unexpended funds.	\$0

Component #2: Timeliness of Fund Obligation

CF11100	Total funds authorized for grants older than 2 FFYs old.	\$14,403,318
CF11200	Total funds obligated over 2 FFYs old.	\$14,403,318

CF11300	Unobligated funds approved by HUD over 2 FFYs old.	\$0
CF11400	Unobligated funds with time extensions due to reasons outside of PHA control.	\$0
CF11500	Adjusted total unobligated funds.	\$0

Component #3: Adequacy of Contract Administration

CF11700	The date of the last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (include A-133 Audit).	04/22/2002
CF11800	The number of findings related to contract administration.	0
CF11900	The number of findings related to contract administration that have been corrected by the PHA.	0
CF12000	The number of findings related to contract administration that the PHA is in the process of correcting.	0

Component #4: Quality of the Physical Work

CF12200	The date of the last HUD/Army Corps of Engineers on-site inspection and/or audit related to the quality of physical work.	04/22/2002
CF12300	The number of findings related to the quality of physical work.	0
CF12400	The number of findings related to the quality of physical work that have been corrected by the PHA.	0
CF12500	The number of finding related to the quality of physical work that the PHA is in the process of correcting.	0

Component #5: Adequacy of Budget Controls

CF12700	Total amount of Capital Funds expended during the PHA fiscal year being assessed.	\$14,659,965
CF12800	The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.	\$14,659,965
CF12900	The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.	\$0
CF13000	The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.	\$0

Sub-Indicator #3: Work Orders

Component #1: Emergency Work Orders

W10000	Total number of emergency work orders.	1,670
W10100	Total number of emergency work orders completed / abated within 24 hours.	1,639
W10200	Percentage of emergency work orders completed / abated within 24 hours.	98%

Component #2: Non-Emergency Work Orders

W10500	Total number of non-emergency work orders.	10,042
W10600	Total number of calendar days it took to complete non-emergency work orders.	169,702
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	0.00
W10800	Average completion days.	17

Sub-Indicator #4: Annual Inspection of Dwelling Units and Systems

Component #1: Annual Inspection of Dwelling Units

A10000	The total number of ACC units.	2,960
A10100	The sum of units exempted where the PHA made two documented attempts to inspect and is enforcing the lease.	0
A10200	Vacant units exempted for Capital Fund.	26

A10300	Vacant units exempted for other reasons.	0
A10400	Total number of units inspected using the Uniform Physical Condition Standards (UPCS).	2,895
A10550	Total number of units inspected that did not require repairs.	1,468
A10600	The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	1,745
A10700	Adjusted units available.	2,934
A10800	Percent of units inspected by PHA.	100%

Component #2: Annual Inspection of Systems including Common Areas and Non-Dwelling Space

A11100	Total number of sites.	38
A11200	Total number of sites exempted from the inspection of systems.	0
A11300	The total number of sites where all systems were inspected in accordance with the UPCS.	38
A11400	Total number of buildings.	411
A11500	Total number of buildings exempted from the inspection of systems.	0
A11600	The total number of buildings where all systems were inspected in accordance with the UPCS.	411
A11700	The number of buildings and sites where necessary repairs were completed to comply with the Uniform Physical Conditions Standards either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Funds program.	308
A11800	Percentage of sites inspected.	100%
A11900	Percentage of buildings inspected.	100%

Sub-Indicator #5: Security

Component #1: Tracking and Reporting Crime-Related Problems

S10000	The date that the Board adopted current policies to track crime and crime-related problems.	04/13/1999
S10100	The date that the PHA implemented the current procedures to track crime and crime-related problems.	04/13/1999
S10200	The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.	04/13/1999
S10300	The number of crimes that the PHA can document it reported to local police authorities.	TBD
S10400	Percentage of developments where PHA can document it tracks crime and crime-related problems.	100%

Component #2: Screening of Applicants

S10500	The date the Board adopted current screening policies that reflect the One-Strike criteria.	04/13/1999
S10600	The date the PHA implemented current screening procedures that reflect the One-Strike criteria.	04/13/1999
S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria. (please circle yes or no)	Yes No
S10800	The total number of applicants denied who met the One-Strike criteria.	44

Component #3: Lease Enforcement

S10900	The date the Board adopted current eviction procedures that reflect the One-Strike criteria.	04/13/1999
S11000	The date the PHA implemented current eviction procedures that reflect the One-Strike criteria.	04/13/1999

S11100	PHA can document that current eviction screening procedures resulted in the eviction of residents who meet the One-Strike criteria. (please circle yes or no)	<input checked="" type="radio"/> Yes <input type="radio"/> No
S11200	The total number of evictions as a result of the One-Strike criteria.	34

Component#4: Drug Prevention and/or Crime Reduction Program Goals

S11350	The number of HUD-funded drug prevention and/or crime reduction programs.	1
S11450	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	0
S11550	The number of documented program goals that are related to drug prevention and/ or crime reduction.	1
S11600	The number of goals the PHA can document it met under the implementation plan(s) for any and all of these programs.	1
S11700	Percentage of goals that the PHA can document it met under implementation plan(s) for any and all of these programs.	100%

Sub-Indicator #6: Economic Self-Sufficiency

E10000	The number of HUD-funded economic self-sufficiency programs.	1
E10100	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	0
E10200	The number of documented program goals that are related to economic self-sufficiency.	2
E10300	The number of goals the PHA can document it met under the implementation plan(s) for any and all of these programs.	2
E10400	Percentage of goals that the PHA can document it met under implementation plan(s) for any and all of these programs.	100%

Adjustments for Physical Condition and/or Neighborhood Environment

Please enter project number and name and indicate which area the adjustment for Physical Condition and/or Neighborhood Environment applies for a project. (Check all that apply)

Project No.	Project Name	Site	Common Areas	Building Exteriors

Please attach additional sheets as necessary for additional projects.

I certify that, as of the submission date, the above Sub-Indicators, under Public Housing Assessment System Indicator #3 Management Operations are true and accurate for the fiscal year indicated. I further certify that, to my present knowledge, there is no evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to present and protect its public housing developments and operate them in accordance with Federal law and regulations. Appropriate sanctions for intentional false certification will be imposed, including suspension or debarment of the signatory.

A Board Resolution approving this certification is required. I further certify that Board Resolution number _____ approving this certification was passed on (mm/dd/yy) _____.

Executive Director (signature)	Date (mm/dd/yy)
X	X



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

August 25, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE SECURITY SERVICES CONTRACT FOR UJIMA VILLAGE HOUSING
DEVELOPMENT (2)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that security services to be performed at the Ujima Village housing development, located at 941 East 126th Street in unincorporated Los Angeles County, are excluded from provisions of the California Environmental Quality Act (CEQA), because these services do not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Contract with Platt Security, Inc. for security services at the Ujima Village housing development, and to use for this purpose \$97,605 in Ujima Village Operating Funds allocated by the U.S. Department of Housing and Urban Development (HUD), to be effective upon Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract amendments for unforeseen security services needs, in an amount not to exceed \$24,401, using Ujima Village Operating Funds allocated by HUD, and to execute all related documents.

4. Recommend that the Board of Commissioners authorize the Executive Director to extend the Contract for a maximum of two years, in one-year increments, at a cost of \$97,605 per year, using Ujima Village Operating Funds allocated by HUD, and to incorporate the funds into the Housing Authority's approved budget as needed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to approve a Contract for security services at the Ujima Village housing development.

FISCAL IMPACT/ FINANCING:

There is no impact on the County general fund. The one-year Contract will be funded with \$97,605 in Ujima Village Operating Funds allocated by HUD and included in the Housing Authority's approved Fiscal Year 2004-2005 budget. A 25 percent contingency, in the amount of \$24,401, is also being set aside for unforeseen costs, using the same source of funds.

The Contract may be extended for an additional two years, in one-year increments, at a cost of \$97,605 per year, to be funded with Ujima Village Operating funds allocated by HUD.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Ujima Village housing development is a 300-unit family and senior complex in the unincorporated Willowbrook area of Los Angeles County, which provides housing for nearly 700 residents. In the past, the Housing Authority has contracted with the Los Angeles County Sheriff's Department for supplemental law enforcement services at Ujima Village. To continue supplemental law enforcement services, the Sheriff's Department requested that the Housing Authority commit to a one-year contract. However, the Housing Authority anticipates transferring property management of Ujima Village sometime after September, 2005.

Under the proposed Contract, the Housing Authority can terminate or transfer the Contract upon transferring ownership of Ujima Village, ensuring the continuation of a safe living environment for the residents of Ujima Village for the remainder of the time the Housing Authority expects to own and manage the housing development.

Platt Security, Inc. will provide an estimated 3,530 flexible hours of security services. Services will include: patrol of the development by car, bike, and on foot; initiation of a community policing program with residents; responding to complaints and emergency calls for help; issuing parking and traffic citations; identifying persons involved in gang- and drug use-related activities; conducting regular, special, and undercover

investigations; making felony and misdemeanor arrests; making daily and monthly reports to Housing Authority management; and attending monthly Anti-Drug/Gang Task Force meetings and other meetings as requested by the Housing Authority. Services would be performed by two officers, each working 40 hours per week.

Platt Security, Inc. has also performed special law enforcement services at the Carmelitos housing development under separate contracts since 1990.

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) or the General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Instead, Platt Security Inc. must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The attached Contract has been approved as to form by County Counsel and executed by Platt Security Inc.

ENVIRONMENTAL DOCUMENTATION:

The Contract for Security Services is excluded from the provisions of the National Environmental Policy Act (NEPA) 24 Code of Federal Regulations Part 58 Section 58.34 (a)(4) , because it involves activities that will not alter existing environmental conditions. It is also exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15061 (b)(3) because the activities are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS:

On April 19, 2004 the Housing Authority initiated a Request for Proposals (RFP) process to identify a qualified security services firm to provide the needed services. Notices of the RFP were mailed to 80 security services firms identified from the Housing Authority's vendor list. Announcements also appeared in eight local newspapers and on the County web site. Twenty-four proposal packages were requested and distributed. On May 20, 2004, five proposals were received and formally opened.

A four-member panel, comprised of Housing Authority staff, reviewed the proposals according to the following criteria: Extent of experience in providing services to residents of affordable and public housing; experience in addressing drug and gang problems and in implementing community policing programs; experience with large, multi-family developments; relationships with law enforcement and criminal justice

agencies; experience of individuals to be assigned to the housing development; ability to secure and maintain required insurances; reasonable budget; and references. Based on the above criteria, Platt Security Inc. was determined to be the most qualified to perform security services at Ujima Village and is being recommended for the contract award.

The Summary of Outreach Activities is provided with this letter as Attachment A.

IMPACT ON CURRENT PROJECT:

This Contract will continue security services at the Ujima Village housing development to ensure a safe and secure environment for the residents.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

CJ:ujimasecurityBL_final

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

SECURITY SERVICES FOR UJIMA VILLAGE HOUSING DEVELOPMENT

On April 19, 2004, the following outreach was initiated to identify licensed security services contractors to provide security services at the Ujima Village housing development located in unincorporated Los Angeles County.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Daily News Los Angeles
Eastern Group Publishing
International Daily News
L.A. Sentinel

La Opinion
Long Beach Press Telegram
Los Angeles Times
The Wave Publications Group

An announcement was also posted on the County web site.

B. Distribution of Bid Packets

The Housing Authority's vendor list of was used to mail out the Request for Proposals to 80 security services firms, of which 41 firms identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, 24 proposal packages were requested and distributed.

C. On May 6, 2004, 24 firms participated in the mandatory pre-bid conference and site walk.

D. Bid Results

On May 20, 2004 five proposals were publicly opened. A four-member panel, comprised of Housing Authority staff, reviewed the proposals according to the following criteria: Extent of experience in providing services to residents of affordable and public housing; experience in addressing drug and gang problems and in implementing community policing programs; experience with large, multi-family developments; relationships with law enforcement and criminal justice agencies; experience of individuals to be assigned to the housing development; ability to secure and maintain required insurances; reasonable budget; and references. Based on the above criteria, Platt Security Inc. received the highest

evaluation score and was determined to be the most qualified to perform security services at Ujima Village. The scoring results were as follows:

Contractor	Evaluation Scores
Platt Security, Inc.	394
National Private Security, Inc.*	294
Valiant Protection Services*	229
Prime Security*	197
Ceed Security Services, Inc.*	195

*Firms which are owned by minorities or women.

E. Minority/Women Participation – Selected Firm

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Platt Security, Inc.	Non-minority	Total: 240 180 Minorities 40 Women 75% Minorities 17% Women

F. Minority/Women Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Ceed Security, Inc.	Minority	Total: 21 15 Minorities 5 Women 71% Minorities 24% Women
National Private Security, Inc.	Minority	Total: 40 24 Minorities 12 Women 60% Minorities 30% Women
Prime Security	Minority	Total: 40 30 Minorities 4 Women 75% Minorities 10% Women

Valiant Protection Services

Minority

Total: 10

9 Minorities

1 Woman

90% Minorities

10% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

Contract Summary

Project Name: Ujima Village Security Services
Location: Ujima Village Housing Development, 941 East 126th Street,
Los Angeles, CA 90059
RFP Date: April 19, 2004
Consultant: Platt Security, Inc.
Purpose: Contract to supply supplemental law enforcement services at
Ujima Village.

Scope of Work: Exhibit A - Scope of Services; Exhibit B - Budget

Term: Upon execution, the Contract shall remain in full force for one (1) year, unless sooner terminated or extended in writing.

Option to Renew: The Housing Authority has the option to renew the Contract for two (2) additional years.

Performance Review: A performance review shall be conducted no later than ninety (90) days prior to the end of each Contract year. Based on the assessment of the performance review, written notification will be given to the Contractor whether the Contract will be terminated at the end of the current year or will be continued into the next contract year.

Compensation: The annual amount of compensation under this Contract is ninety-seven thousand, one hundred fifty-five dollars and no cents (\$97,155.00). The total amount of compensation under this Contract, if extended for up to two (2) consecutive years, will not exceed two hundred ninety-one thousand, four hundred sixty-five dollars and no cents (\$291,465.00).

Contract Contingency: A 25 percent contingency, in the amount of twenty-four thousand, two hundred eighty-nine dollars and no cents (\$24,289.00), is also being set aside for unforeseen costs during the first year of the Contract.

EXHIBIT "A"
SCOPE OF SERVICES
SECURITY SERVICES CONTRACT

The scope of services includes, but is not limited to, the following tasks:

- Establish a good working relationship with local law enforcement agencies, residents, and management.
- Make felony and misdemeanor arrests.
- Patrol the development utilizing car, bike, and foot patrols. 50% of the time must be dedicated to foot/bike patrol.
- Institute a community-policing program with the residents.
- Receive and respond to complaints from residents.
- Conduct undercover investigations, as necessary.
- Take and receive written and verbal reports.
- Respond to emergency calls for help (law enforcement related).
- Capacity to provide armed security patrols a minimum of eight (8) hours per day, seven (7) days per week.
- Issue Housing Authority housing violations forms.
- Issue parking and traffic citations on private streets and parking lots.
- Attend monthly Anti-Drug/Gang Task Force Meetings and other meetings as requested by the Housing Authority.
- Prepare daily written reports to Management on the electronic mail system.
- Prepare monthly written reports that document level of activity and results.
- Identify persons involved in street gang activity/drug related activity.
- Conduct special investigations of those identified in activities.
- Participate in task force and all other meetings.

- Prepare reports that document daily activity for the month, including status statement, or copies of reports, on persons being investigated.
- Prepare reports and maintain files on civil and/or criminal activity, which affect residency status.

EXHIBIT "B"

BUDGET

SECURITY SERVICES CONTRACT

<u>Salaries-Security Services Officers</u>	<u>Cost</u>
2 Officers @ \$27.00 per hour x 3,360 hours (42 weeks x 40 hours x 2 Officers = 3,360 hours)	\$90,720
2 Officers @ \$40.50 per hour (holiday rate) x 128 hours (8 holidays x 8 hours x 2 Officers = 128 hours)	\$5,184
2 Officers (additional) @ \$40.50 per hour (emergencies) x 42 hours (21 hours for emergencies x 2 Officers = 42 hours)	\$1,701
	<u>Total Annual Cost</u>
	\$97,605



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

August 25, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE A CONSTRUCTION CONTRACT FOR "TOT LOT" AND SURFACE
DRAINAGE AT THE NUEVA MARAVILLA HOUSING DEVELOPMENT (1)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the addition of a "Tot Lot" and correction of a surface drainage problem at the Nueva Maravilla housing development, located at 4919 Cesar E. Chavez Avenue, in unincorporated East Los Angeles, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$74,500 to Malibu Pacific Tennis Courts Corporation, to complete the construction of a "Tot Lot" and correct a surface drainage problem at the subject property; and authorize the Executive Director of the Housing Authority to execute the Construction Contract, and all related documents, to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use \$74,500 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein; and authorize the Executive Director to approve contract change orders not exceeding \$14,900 in CFP funds, for unforeseen project costs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award a Construction Contract for a "Tot Lot" and correction of a surface drainage problem at the Nueva Maravilla Housing Development.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$74,500 in CFP funds allocated by HUD for modernization purposes and included in the Housing Authority's approved Fiscal Year 2004-2005 budget. A 20 percent contingency, in the amount of \$14,900, is also being set aside for unforeseen costs, using CFP funds. The staff estimate to complete the work is \$97,754.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In July 2000, the board authorized the Housing Authority to submit, as part of the Agency Plan, a CFP application to HUD to provide funding for the modernization of all of its public housing sites. HUD subsequently approved the application, including funding for the addition of the "Tot Lot" and correction to the drainage problem at the Nueva Maravilla housing development.

The Nueva Maravilla housing development is comprised of a total of 354 family and 150 senior units. Outdoor amenities include basketball courts, a large recreation field, outdoor seating areas and a playground. The proposed "Tot Lot" has been designated for children ages two to five and will be located adjacent to the existing Nueva Maravilla Preschool. The Housing Authority wishes to award the attached Construction Contract to Malibu Pacific Tennis Courts Corporation to complete the following improvements: install a new play structure, picnic table, benches, shade canopies, wrought iron fencing and rubber surfacing, and re-pour a concrete slab adjacent to the Community Building for improved drainage in the area. It is anticipated that the entire project will be completed within 63 calendar days following the issuance of the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Malibu Pacific Tennis Courts Corporation will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Construction Contract has been approved as to form by County Counsel and executed by Malibu Pacific Tennis Courts Corporation.

ENVIRONMENTAL DOCUMENTATION:

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

CONTRACTING PROCESS:

On July 2, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 465 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County web site. Six bid packages were requested and distributed.

On July 21, 2004, two bids were received and formally opened. The lowest bid, submitted by Malibu Pacific Tennis Courts Corporation, was determined to be the most responsive and is being recommended for the contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT:

The award of the contract will add a "Tot Lot" and correct a surface drainage problem at the Nueva Maravilla housing development and improve the quality of life at the subject property.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

Attachments: 2

CJ:Maravilla Tot Lot_Final

ATTACHMENT A

Summary of Outreach Activities

Construction Contract for a "Tot Lot" and to Correct Surface Drainage at the Nueva Maravilla Housing Development

On July 2, 2004, the following outreach was initiated to identify a contractor to construct a "Tot Lot" and correct a surface drainage problem at the Nueva Maravilla housing development.

A. Newspaper Advertising

Announcements appeared the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
LA Opinion	WAVE Community Newspapers

An announcement was also posted on the County web site.

B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out Invitations for Bids to 465 contractors, of which 391 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, six bid packages were requested and distributed.

C. Pre-Bid Conference and Site Walk

On July 12, 2004, a mandatory pre-bid conference and site walk was conducted. Four firms were in attendance.

D. Bid Results

On July 21, 2004, a total of two bids were received and publicly opened. The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
Malibu Pacific Tennis Courts Corporation	\$74,500.00
Haddad Construction*	\$99,473.00

*Female-owned firm

E. Minority/Female Participation – Contractor and Subcontractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Malibu Pacific Tennis Courts Corporation	Non-Minority	Total: 12 6 minorities 2 women 50% minorities 17% women
Little Tikes Commercial (Subcontractor - Playground Equipment)	Non-Minority	Total: 480 12 minorities 120 women 3% minorities 25% women
Safeguard (Subcontractor - Playground Surfacing)	Non-Minority	Total: 10 8 minorities 1 woman 80% minorities 10% women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Haddad Construction	Female	Declined to Provide information

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

Contract Summary

Project Name: Nueva Maravilla Construction Contract
Location: 4919 Cesar E. Chavez Avenue, East Los Angeles
Bid Number: CM-04-083
Bid Date: July 2, 2004
Contractor: Malibu Pacific Tennis Courts Corporation
Services: Addition of "Tot Lot" and correction of surface drainage problem at the Nueva Maravilla housing development.

Contract Documents: Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Construction Contract shall be commenced within thirty (30) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within sixty-three (63) calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of four hundred dollars and no cents (\$400.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of seventy-four thousand, five hundred dollars and zero cents (\$74,500.00). The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: A 20 percent contingency, in the amount of fourteen thousand, nine hundred dollars and no cents (\$14,900.00) is also being set aside for unforeseen costs.